



Working with

HERONHURST



Sales Assistant

For communication only:

5 Belli Priory
Abergavenny
NP7 5NE

Studio & Office 18 Mill Street Industrial Estate, Abergavenny NP7 5HE

theandies.com

Sales Assistant - 5 Days per week

We are seeking a hardworking person to join our Sales Team working around 5 days per week out of our flagship Window and Door Studio offices in the heart of Abergavenny Town, within our small and friendly team

The role comes with a **generous hourly rate plus uncapped bonus** earnings

Your role will involve

- Assisting customers in our Abergavenny Window and Door Studios
- Visiting customers in their homes and provide a quotation
- Recommending products, styles and colour combinations that work for our customers and their homes
- Following up enquiries and quotations to ensure our customers have received the best service
- Ensuring the showroom is always clean and presentable, working with other members of the team on a rota basis, and brochures are stocked

You will liaise with Andrew and Andy directly, understanding and generating digital paperwork and turning it into Quotations, Visuals and Order Confirmations for typically domestic clients

Accuracy is essential, a head for numbers, and the ability to learn quickly and think on your feet, so you can always offer our customers the information they need

You will be using your computer skills in Excel, Word, Adobe Acrobat and Email, and liaising with suppliers and clients in person, over the phone and digitally to ensure you get the job done

Own vehicle during the trial period and full driving license is required

Hours and days are flexible, but will include working every two out of three Saturdays (until 2pm) and there is some scope to work from home

Hourly Rate £10 /hr

Schedule

Monday	11am – 5pm with possible 7pm finish
Tuesday	11am – 5pm with possible 7pm finish
Wednesday	11am – 5pm with possible 7pm finish
Thursday	11am – 5pm with possible 7pm finish
Friday	11am – 5pm with possible 7pm finish, one week on, two weeks off
Saturday	9am – 2pm [typically showroom only], two weeks on, one week off
Sunday	Closed

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Earning examples

5pm Finish – 4 Week Days	£240 / pw
5pm Finish – 3 Days + Saturday	£230 / pw
7pm Finish – 4 Week Days	£320 / pw
7pm Finish – 3 Days + Saturday	£290 / pw

Bonus potential

Minimum Monthly Sales Target	£50,000 Nett
Bonus Payable	1% Nett on £50,000 + (pays 1% on sales £50,001 - £89,999)
Super Bonus Payable	2 % Nett on £90,000 + (pays 2% on sales over £90,000)

Equipment

We will supply for business use

Mobile Phone with suitable Voice, SMS and Data Allowance

Laptop and / or Tablet

Software including bespoke Window & Door Design – Pricing, Office Suite, PDF Editor and various apps

It is the user's responsibility to take reasonable care of all equipment, software and data supplied and we recommend Business Use Insurance to cover these away from our premises

Transport

You will be required to provide suitable vehicle, which must always be kept clean and presentable, and a full driving license to enable client home visits as specified in the job description, and other site visits as required. It is the user's responsibility to ensure adequate insurance for business use is taken in to consideration if not already in place

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General Terms

Paid circa 28th of month following month of work / sale via Bank Transfer

All days including Bank Holidays paid at standard rate

Additional hours / days may be made available from time to time to cover holidays and other periods

Holidays are unpaid and subject to a maximum of 36 days per year taken, occurred at 2 days per month from commencement of Contract, although additional days can be taken in December and January if you wish (unpaid) subject to availability

Contract on a self-employed basis, on-going and subject to targets being met

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